



RECEIVED
FEC MAIL ROOM

2002 MAR 26 A 9 25

CONGRESSMAN BUCK MCKEON

March 23, 2002

Federal Election Commission
999 E Street NW
Washington, DC 20463

Attn: Jill Sugarman

Reference: Year End Report (7-1-01-12-31-01)
Identification Number: C00258244

Evidently the program we are using did not compute the B column figures correctly. A amended report will be sent electronically as soon as possible. All subsequent reports will also be amended and electronically submitted.

Many individuals who contributed near the end of the year had not returned our request for occupation and employer at the time of this report. Corrections have been made. I was not aware that an amended memo Schedule A was necessary. I will have to consult with the programmer to see how this can be done electronically.

Our procedures for requesting information are as follows:
1. All requests for contributions are accompanied by a card requesting the name, address, occupation and employer of each contributor.

2. If we don't receive the card with the contribution, we attempt to call the contributor. We leave a message asking for the information and let them know we will send a letter requesting the same information.

3. If our call is unsuccessful at the time of the contribution we send our "best efforts" letter accompanied by a self addressed, stamped envelope. Please see an enclosed sample.

4. If we don't receive a response, we send another letter 3 weeks later.

I have made note of the disbursement description notice and have corrected all records to have correct terms in the "purpose" field.